



YOUTH COMMUNITY CORRECTIONS BUREAU GREAT FALLS YOUTH TRANSITION CENTERS STANDARD OPERATING PROCEDURES

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Applicable ACA Standards: 3-JCRF-3A-08	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

Youth housed at the Transition Centers are under parole supervision. Supervisors must respond to any youth's absence from the approved agenda and location considering youth and community safety concerns.

II. DEFINITIONS:

None

III. PROCEDURE:

A. REPORTING STEPS:

RESPONSIBILITY:

- | | |
|--|---|
| <p>1. If the youth is absent during any scheduled accountability check at the Transition Centers or when scheduled for check-in with assigned Parole Officer, the Parole Officer or Correctional Officer will make efforts to locate the youth as appropriate
If unable to locate the youth in a reasonable amount of time:</p> <ul style="list-style-type: none"> a. complete a YTC Absconder Checklist [YTC 10-2 (A)]; and b. issue a Certificate to Detain [YCC 100-3 (A)]. | <p>Correctional Officer or
Parole Officer</p> |
| <p>2. Notify the facility director or designee immediately upon being aware of the occurrence.</p> | <p>Correctional Officer</p> |
| <p>3. Follow YCC procedure and/or notification of the local police department, usually within one hour. The facility director or designee, at their discretion, may elect to wait up to three hours after careful evaluation of the resident and his or her situation. The parents or guardians shall be notified within this timeframe as well.</p> | <p>Facility Director or designee</p> |

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4. If the absconding youth is thought to be at risk for adult criminal exploitation, in imminent danger, or the youth puts the community at risk, the one-hour rule shall be waived and appropriate law enforcement (e.g. local exploited and missing child unit) notified immediately.
5. The absconder log report shall be completed immediately after all proper reporting has occurred.
6. On the return of the resident, the facility director or designee shall immediately notify the proper law enforcement authorities and parent agency personnel. The absconder log will then be completed with the date, time, and circumstances of the youth's return. (Refer to [YCC 100-3 Detention Procedures](#))

B. Absconder Pursuit

Staff pursuing an absconder will be limited so as not to arouse the community. Law Enforcement officers are better able to pursue absconders.

C. Returning an Absconder

1. All resident absconders returning voluntarily shall be reported immediately to the facility director and parents as well as the proper law enforcement officials.
2. Residents returning from absconding shall be searched for contraband or illegal items and subject to urinalysis testing.
3. Absconded residents who have been located out of state shall be returned in accordance with the Interstate Compact Agreement and when the compact officer of the state in which the facility is located is notified of the resident's return. If funds are needed to secure the return of a resident, the procedures for securing funds are to be followed. Always coordinate with Interstate Compact on Juveniles Deputy Compact Administrator or designee.

D. Avoiding Absconding

The following are some suggestions on how to prevent residents from absconding:

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1. Youth Services Division is committed to the following principles in working with youth:
 - a. Resistance arises from the interpersonal interactions between people.
 - b. We, as Correctional staff, can change our style or approach in ways that can increase or decrease resistance.
 - c. It is how we respond to offenders' resistance that makes the difference.
 - d. Respectful, reflective listening is a fundamental skill.
2. Welcome the new youth early with some fanfare.
3. Let them know they are a part of a group that has their interest at heart and will work with them.
4. Food, parties, or outings for residents make an impression on youth as caring.
5. Communicate with the resident and parent(s) or guardian each month and discuss length of time he or she will be spending in the facility.
6. Identify for/with the resident when goals have been accomplished and how "few" there are left to concentrate on in the remaining "X" amount of time.
7. Do not expect perfection of the resident. The YLS/CMI assessment and resulting case plan guide the treatment plan. Look to those areas that have the resident in conflict with the law or authorities as the ones to work on. Table manners and small lies or personal hygiene are areas to work on and not be neglected, but should not hold a resident back if he or she has worked on problem areas that would get him or her back into trouble.
8. Do not hold the resident in the program longer than necessary.
9. Support residents for meeting all accountability expectations during a given month.
10. Look at the special events in the community (movies, fairs, and ski trips are examples) and support residents participation in those events where deserved.
11. An important component of youth corrections is modeling appropriate behavior and good coping skills, even in difficult and stressful situations.
12. Roll with resistance
13. De-escalate difficult situations.

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IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

[YCC 60-1](#) [Case Management Overview](#)
[YCC 60-3](#) [Juvenile Parole Agreement](#)
[YCC 100-3](#) [Detention Procedures](#)

VI. ATTACHMENTS:

YTC 10-2 (A) YTC Absconder Checklist
YTC 10-2 (B) Pine Hills Fax
YTC 10-2 (C) CCDJC Fax
YTC 10-2 (D) Central Office Fax
YTC 10-2 (E) Parent Not Contacted Letter
YTC 10-2 (F) Cancellation Fax